



Job Description

Job Title:	Trainer-EMT	Grade:	K
Department:	Public Safety	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The EMT program currently has only one full time staff position. The program has experienced growth at approximately 10% over the past two years and additional staff is needed to keep up with the demand. This position will also assist in the anticipated start up of a new paramedic certificate program

Characteristic Duties and Responsibilities:

1. Instruction/ course development and record keeping.
2. Assists in program coordination.
3. Manages instructional facilities and equipment for safety, security and maintenance.
4. Advises students and assists with student class registration.
5. Assists part-time instructors as needed to set up classes and complete course documents.
6. Assists in the required documentation to track and report course activities, cost and revenues.
7. Assists county EMS agencies in the set and monitoring of continuing education courses
8. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Public Safety and Training

Direction Given: Responsible for direct supervision of assigned staff

Minimum Requirements:

An Associate's Degree in EMS or Emergency Management from an accredited institution and at least 1 year of related experience in the field. Must have a current NC Paramedic Certification, NC Level 1 Instructor, or American Heart Association (AHA) BLS instructor AHA ACLS instructor or able to obtain in one year. Can also have an AHA PALS instructor or able to obtain in one year.



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Knowledge, Skills, Abilities and Worker Characteristics:

Experienced in planning and developing courses and training programs

Excellent organization and reporting skills

Ability to manage equipment

Excellent oral, interpreting and communication skills

Ability to multitask

Working Conditions:

Typical office environment